**Greetings (start)**

* Hello; Good morning; Good evening; Good afternoon.
* How do you do? How have you been? -> I’ve been busy working a lot. How about you?
* Nice to meet you, Mr. White; Pleased to meet you.
* I’m doing well, thank you. How are you doing?

**When I want to know who is calling**

* Can I ask who is calling please?

**Asking to speak to someone**

* May I speak with John?
* Is John there?
* Would Mr. Johnson be available to take my call?

**Confirming Information**

* Can I read that information back to you?
* Could you confirm that information please?
* Can I ask you to repeat that, please?

**Just a second**

* Just a second
* just a moment
* hold the line
* hang on
* wait a minute
* just a minute

**Finishing your call**

* It was my pleasure to speak with you.
* Thank you for your call.

**What to say if I missed a call?**

**---call**

* I’m sorry that I missed your call.
* I’m sorry that I couldn’t talk then.

---**message**

* I’m sorry that I missed your call. Can I call you back later?
* Sorry that I wasn’t available at that moment. Can I call you later to talk?
* I’m sorry that I missed your call this morning. Mornings are always busy for me.

**Problems and asking for assistance**

* I was wondering if you might be able to help me.
* I am having a problem with my … and I need some help.
* Would you be able to advise me on…

**Greetings (end)**

* Hope you had a good, relaxing weekend and a good start to your Monday!
* Hope you are doing well.
* It was nice to meet you. Goodbye.
* Goodbye! See you tomorrow.

**Salary negotiation**

* On that basis, I would feel comfortable with a salary of $105, 000 and I feel you will see a positive return on your investment at this level if you hire me.
* Based on my experience in this field I would feel comfortable with a salary of $105, 000.

**Email**

**Subject line: Interested in the position of [job title} at [name of company]**

Hi Mr./Ms. \_\_\_\_\_\_ [be formal with a recruiter],

I’m reaching out because I saw the posting for [job title] at [name of company]. After I researched the position and company, I feel I would be a great fit for the opportunity.

I believe I have the required skills and would mesh well with the culture at [name of company]. In particular, I like how the company [something notable from the website, news or a line from the mission statement; for instance, “believes in leveraging new technology to help people live healthier lives”].

**[Then, give an example of why you have the proper skills and, if possible, why you’re a good cultural fit; for instance, “I’m proficient with JavaScript and HTML5, and I also have experience working with virtual teams, as I know that’s an important part of how the company operates.”]**

NOTE: If the job description lists required skills and experience you don’t have, you will gain credibility by addressing them; for instance, “I noted the job description also requires experience implementing Acme’s Business Intelligence tool. While I do not have that direct experience, I was selected to lead the implementation of an enterprise-wide database and was able to keep the project on time and under budget.”

I have attached my resume to this email. I’d also be happy to provide a cover letter if additional information would be helpful. Finally, I’m open to your feedback on my candidacy and overall portfolio.

NOTE: Ask for feedback because it allows the recruiter to engage in a dialogue with you, which may help to build trust and deepen your relationship.

Thanks, and I hope to hear from you.

– Your first and last name

Email signature

Guy Raz is widely known as the host of the hit podcast, [*How I Built This*](https://wondery.com/shows/how-i-built-this/), where he’s interviewed founders of brands we’ve come to love like Ben and Jerry’s and Southwest Airlines — and his superpower is getting to a place where very few can to tell the story in dramatic fashion.

What’s most remarkable is that nearly 20 years ago, Guy found himself reporting on renegade [warlords](https://www.npr.org/templates/story/story.php?storyId=1143378) defying the interim government in eastern Afghanistan. He was NPR’s news correspondent and he had reported from over 40 countries ranging from war zones in Iraq to the 2012 presidential election.

During [our interview](https://www.omaid.me/podcast/2022/10/9/69-guy-raz-career-lessons-from-the-host-of-how-i-built-this), he described how not getting a promotion during that time was the inflection point of his career.

“I was mad, frustrated and depressed. I felt bad about myself. But man, did they give me the greatest gift they could possibly have given me because it kicked me in the butt.”

Guy’s perceived failure was surely a gift in disguise and the seven years of being a war correspondent helped him cultivate a trove of experiences that would prove to be invaluable.

“What I didn't realize then and could only appreciate later on in my career is that it exposed me to so many different ideas and experiences. It helped me become a better interviewer later in my life because I can draw upon so many things. For example, I just interviewed Hamdi Ulukaya, the founder of Chobani, for an upcoming episode of How I Built This. He's a Kurd who grew up in eastern Anatolia. I know exactly where he grew up because I spent a lot of time with Kurds in Turkey. Right away, I can build a connection with him because I know where he comes from.”

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**[Best Travel Insurance Companies](https://www.forbes.com/advisor/travel-insurance/best-travel-insurance/?utm_source=forbes&utm_medium=recirc&utm_campaign=tirecircnov)**

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Whether I’m tuning into HIBT, or his leadership podcast titled [*Wisdom From The Top*](https://luminarypodcasts.com/listen/built-it-productions/wisdom-from-the-top-luminary-premium/7fdd7724-18e3-4506-8e3f-fd26b3c9407a?country=US) — what I admire most is Guy is his ability to peel the onion with his guests so they can reflect on the success and failures that the audience can learn the most from.

Even after 25 years and over 20,000 interviews — Guy maniacally prepares for each interview because he is motivated by the fear of not letting his guest down.

“For our new show, [The Great Creators](https://wondery.com/shows/the-great-creators-with-guy-raz/), I just interviewed Sigourney Weaver. She’s one of the greatest actresses in modern history and I spent six hours watching her films. I could have spent probably 1800 hours watching all of her movies, let alone reading in depth articles about her life.”

The Great Creators was inspired by Guy’s childhood when he’d read the in-depth profiles of musicians in Rolling Stone.

“Whether you’re working in middle management or running a business — we need creativity to function at the highest level. Some people think they don't have a creative bone in their body. Go to a pre-school and observe kids and you’ll see their imaginations on display. Where does our creativity go?”

By having a substantive conversation with the likes of producer and songwriter Oak Felder, who has collaborated with artists like Demi Lovato, we get to learn how Oak has helped artists unleash their creative potential — and in doing so, our own.

**Re-schedule**

Hello, Justin.

Hope you are doing well.

Sorry for miss the meeting today.

I had some emergency today and I couldn’t join the meeting.

I should have to let you know before the time but I didn.t

This is my failure.

I am so sorry about that.

I hope we have re-schedule.

Could you let me know your opinion, please?

Sincerely,

James Chang.